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Sent: Tuesday, March 03, 2009 12:02 PM
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Cc: Ofria, Mary Ellen (DPH); Winston, Paula (DPH); Marinucci, Cecilia (DPH)
Subject: FW: Instructions for SNO

Hi all,

Below are the instructions I have received from Central Office for processing time for yesterday's storm. Please let me know if you have any questions.

1. Previously scheduled time off (VAC, SIC, SIF, CMT, etc.) is honored. No replacing with SNO
2. Employees who called in yesterday to use time are charged their leave balance from noon on. For example if you were scheduled 8:45-5:00 you can get 3 SNO and 4.5 VAC.
3. Employees who arrived after the noon opening based on commute schedules, etc. but tried their best should get SNO and REG for the remainder of the day.
4. Employees who arrived before noon are not entitled to COM time.